

City of Springfield, Missouri

**Evaluation
Of
Charges
For
Municipal
Services**

Based on 2007 Fiscal Year Activity

**Department of Finance
Budget and Evaluation Section**

MISSION

**The people of our community are the only
reason we are here.**

Therefore,

**We are committed to
WORKING WITH THE COMMUNITY
to provide ethical and responsible local government
so that everyone can enjoy the benefits
of living and working in Springfield.**

We will achieve this through:

**Integrity and Pride of Service
in everything we say and do, and with dedication to quality.**

**Cooperating and Communication
with one another and with citizens to ensure open government,
and open management with no surprises.**

**Continuous Improvement of Services
through cost-effective utilization of
people, materials, equipment and technology.**

**Leadership and Knowledge
through staff training and development.**

**Innovation
in how we meet present and future needs of our city.**

**CITY of
SPRINGFIELD**



CITY OF SPRINGFIELD, MISSOURI

**EVALUATION OF CHARGES
FOR MUNICIPAL SERVICES**

BASED ON 2006-2007 FISCAL YEAR ACTIVITY

Prepared
by
Department of Finance
Budget and Evaluation Section

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Effective Date: July 1, 2008

Subject: Charges for Municipal Services

This policy statement will set guidelines for the evaluation of the City's charges for municipal services as contained within Section 2-425 (previously Section 2-90) of the Springfield City Code, including any applicable subcategories.

1. Current charges shall be evaluated by the Finance Department on an annual basis. This evaluation shall utilize information on service efforts and accomplishments (SEA's) for each category of charges as compiled by the various departments.
2. A final report shall be issued by April 15 of each year, detailing any proposed changes and departmental responses to these proposals. This report shall be forwarded to the City Council Finance Committee at a meeting to be scheduled in early May.
3. If recommended by the Committee, proposed adjustments shall accompany the City's annual budget and tax levy ordinances to go before the full Council for their approval to allow implementation on July 1.
4. Any adjustments to the existing structure of charges shall be published in the daily newspaper concurrent with the annual budget public hearing notice. Fifteen days shall be allowed for public comment through the Public Information Office, or questions or concerns may be expressed during the public hearing which takes place during the normal budgetary process.
5. The following general guidelines shall be used in the annual evaluation:
 - Charges for municipal services, where appropriate, should recover 100 percent of the related cost of providing the service.
 - The review process should not provide an automatic mechanism for passing along any inefficiencies which may exist in the system. Cost information and the related SEA's will be reviewed for significant fluctuations as a part of the evaluation process. Any increases recommended after this review shall then be subject to an annual cap equivalent to the percentage change in the All Urban Consumer Price Index (CPI).
 - In instances where under-recovery of cost is occurring, an additional maximum of 10 percent above CPI may be phased in until cost recovery percentages reach 100 percent, where appropriate. In cases where cost-recovery is 50 percent or less, a maximum of 20 percent above CPI may be phased in until cost recovery percentages reach 75 percent.

- In instances where under-recovery of cost is occurring and the fee in question is \$30 or less, an increase to reach 100 percent cost recovery is acceptable, regardless of the percentage change in the fee from the prior year.
- Any efficiencies achieved which reduce costs should be accompanied by a corresponding reduction in the related charges for services.

Fee Study Overview

EVALUATION OF CHARGES FOR MUNICIPAL SERVICES

BASED ON 2007 ACTIVITY

CITY OF SPRINGFIELD, MISSOURI

The Budget and Evaluation Section of the Finance Department has completed the annual review of the City's charges for municipal services. These charges are reviewed to determine if reasonable and appropriate levels of cost recovery are being maintained. Recommended fee adjustments from the current evaluation based on FY 06-07 data are presented in this report. Any City fees or charges not specifically included in this report shall remain unchanged.

OVERVIEW

Section 2-425 of the Springfield City Code provides that the charge for a municipal service is to be set at a level which does not exceed the cost of providing the service. The term "cost" in relationship to municipal services has been defined as the allocable cost of direct and indirect labor, supplies, charges, and capital outlay used to provide each specific service. Allocations for both departmental and city wide administrative overhead are also included in the cost determination. Cost recovery levels of 80% to 100% are generally accepted as desirable for most services.

Service efforts and accomplishments (SEA's) measures used to review the charges for services include, as appropriate, the following:

Measures of Efforts

- Non-financial resources
 - Number of labor hours, by position, expended to deliver services
- Financial resources
 - Fully burdened labor costs, by position, expended to deliver services
 - Expenditures used to deliver services, including both direct and indirect costs

Measures of Accomplishments

- Output measures
 - Number of service units produced
- Outcome measures
 - Average cost per service unit produced
 - Average revenue generated per service unit produced

Measures of Efficiency

- Percentage of cost recovery
- Percentage increase or decrease of average cost per service unit from prior period
- Percentage increase or decrease of cost recovery from prior period

FINDINGS AND RECOMMENDATIONS

This year's evaluation of charges for municipal services included a detailed analysis of the departmental and financial data that composes service costs. The methodology for deriving the service cost allocations was verified and their accuracy continues to be improved. Recommendations for adjustments to the evaluated charges are based on guidelines established by City Council policies.

Increases in fees and charges are recommended for those services that have an under recovery of cost. Policy guidelines limit such increases to a maximum of 10% above the percentage annual increase in the All Urban Consumer Price Index (CPI). Accordingly, fee increases this year were limited to 12.38%. (A few fees have percentage increases slightly above this amount, or resulting cost recoveries slightly above 100%, due to reasonable administrative rounding of the recommended fees.) Decreases in fees and charges are recommended for those services that have reductions in cost resulting from improvements in operational efficiencies or cost allocations.

A total of one hundred and five charges for municipal services were evaluated. The recommended adjustments for these charges are summarized as follows:

- Eight new fees are recommended to be established at this time.
- Three charges are recommended to be reduced.
- Fourteen charges are recommended to be held constant due to the City's being able to maintain its cost of providing the services. One of these charges is for specific burial services in Hazelwood Cemetery.
- The remaining eighty charges are recommended to be increased.

Many of the City's charges historically have been at levels significantly below actual costs. Those charges will require multiple years of regular fee increases to obtain full cost recovery even with ongoing improvements in operational efficiencies. The cost recovery for fees is also impacted by changes in labor costs and increases in medical insurance costs.

Excluding Hazelwood Cemetery charges, which require special consideration as discussed later, and the eight new fees, the current average cost recovery of the fees evaluated is 86.5%. If the recommended fee adjustments are approved, the average cost recovery would increase to 93.4%, potentially generating an additional \$89,619 in revenue.

The fees and charges evaluated have been grouped into four descriptive categories: Permit, Plan Review, and Inspection Fees; License Fees, Charges for Services; and Ordinance Violation Charges. Each category of charges has distinct characteristics and considerations that impact cost recovery decisions. The following narrative presents a summary of the charges within each category and an explanation of charges of particular interest.

Evaluation Summary by Fee Type

Permit, Plan Review, and Inspection Fees

These fees are the traditional fees charged by the City for the various permits issued and plan reviews and inspections conducted in relation to land development, commercial and residential construction, and specific activities within the City. Individuals and entities desiring to participate in such development or activities are required by City ordinance to apply for various permits and submit to plan reviews and inspections to ensure the public's safety, health, and general welfare.

The City's goal in charging these fees is to recover incurred costs that can be clearly identified as being directly associated with specific consumers of the City's regulatory services. City Council's 1993 policy statement that establishes guidelines for adjusting charges for municipal services is primarily directed at these fees. Examples of fees included in this category include final plat reviews, building permits, sign permits, sidewalk café permits, driveway permits, taxicab inspections, and food permits.

The recommended fee adjustments for existing fees would generate \$28,159 in additional annual revenues at the same activity levels that occurred in FY 06-07. Three new fees for food permits, temporary food establishments, and mobile food establishments, will be administered by the Health Department and should generate \$238,575 in new revenue based on the number of locations inspected annually.

Zoning and Subdivision Case Reviews

Fifteen existing Zoning and Subdivision case review fees and seven application processing fees charged by the Planning and Development Department were evaluated in this Fee Study. The direct labor and support costs of the Zoning and Subdivision section and the direct labor costs of the primary reviewers within Building Development Services, Public Works, and the Administrative Review Committee (ARC) are incorporated in the case review fees. Three new fees are included in this fee study. The new fees are for administrative re-plat (commercial), administrative re-plat (residential), and administrative condo.

Fee increases are recommended for all of the twenty-two existing fees reviewed. The suggested fee increases range from 5.3% to 22.9% to

improve cost recovery. The recommended fee adjustments would generate an additional \$25,929 in revenue.

A summary of the analysis of Zoning and Subdivision case review fees was presented at the Development Issues Input Group (DIIG) meeting on May 21, 2008. The new fees and the proposed fee increases and cost recovery statistics were discussed at this meeting and received approval by the group.

Building Development Services

This year's analysis of the fees of Building Development Services involved a review of the minimum building permit fee, sign permits, sidewalk café permits, and building plan review fees.

Building Development Services has made tremendous strides in recent fee studies to improve cost recovery of the various building permits and sign permits. These past efforts have resulted in 100% cost recovery of many of the permit fees. The only fee increase recommended in this section of the fee study is the Building Plan Review fee. Building Plan Reviews are very labor-intensive with involvement by not only Building Development Services, but also the Fire Department and Public Works Department. The cost-recovery percentage for this fee remains very low, but we will continue to move towards an acceptable level of cost-recovery.

Public Health Department

The Public Health Department is implementing a new fee for food permits to recover the costs of providing an establishment with a City of Springfield food permit. Food permit fees have been calculated on a risk-based model. Those establishments that are considered to fall into the low risk category will be inspected once annually, those that fall into the medium risk category will be inspected twice annually, and those that fall into the high risk category will be inspected three times annually. Based on the number of locations inspected annually by the Health Department, this new fee should generate approximately \$232,725 in revenue. The Public Health Department is also implementing fees for temporary food establishment permits and mobile food establishment permits. These two fees should generate approximately \$5,850 in revenue. These two fees are being set at an amount below cost with the rationale for a lower fee being that a higher fee would be a burden on some of the establishments and would put them out of business.

Licensing Fees

The three fees identified in this section are for issuing letters of approval for catering, determining liquor license location restrictions, and for tanning location security and background checks. The recommended fee for catering letters is according to State Statute Section 311.485. There have not been any changes made to this statute during the current year so the fee will remain the same. It is recommended that the fee for liquor license location investigation be decreased by 7.4% due to a reduction in the cost. The cost has decreased due to a change in personnel. It is recommended that the fee for a tanning location security & background check be increased by 11.3%. The increase in cost is due to the increase in the police/fire pension contribution rate for the police officers involved in the process.

Charges for Services

The City has established charges for some services that are not regulatory in nature, nor imposed by City ordinance. These services provide a tangible product to a relatively small number of individual and entities, with some services offered as an alternative to what is available in the private sector. The consumers of these City services have the freedom to choose whether or not the products provided have enough value to justify paying the established charge.

Examples of charges within this category include those for prints of crime and accident scene photographs taken by the Police Department as evidence for prosecution that are sold to legal defense firms and insurance companies, fire station room rental, vaccination administration fees, and Hazelwood Cemetery burial services.

As with other fees charges, the City restricts its costs recovery for these services to the actual costs incurred, except for the services offered at Hazelwood Cemetery, which require sensitivity to local market conditions and concerns. Traditionally the City has restricted annual increases to these charges to the limits established by the guidelines defined in Council's policy statement, regardless of the actual cost recovery experienced.

A total of forty-two charges are identified in this category. Ten of these charges are Hazelwood Cemetery burial charges, which require special consideration as described below. Excluding the Hazelwood Cemetery charges, the current average cost recovery for the remaining charges is 91.7%. If the recommended fee adjustment were approved, the average cost recovery would increase to 99.6%.

Fire Station Room Rental

In last year's fee study a new fee was implemented for the rental of community rooms at the various fire stations within the City. The fee was set lower than the cost of providing the service because the City believed that the cost should not be so high that rental by the public would be discouraged. The fee has not reduced the demand for use of the rooms by the public. For this reason, the fee should be increased to recover the cost of providing the service. The suggested fee increase from \$25 to \$38 will accomplish 100% cost recovery. The percentage increase of 52% is acceptable because the fee study policy states that in situations where under-recovery of cost is occurring in a fee of less than \$30, an increase to reach 100% cost recovery is acceptable, regardless of the percentage change in the fee from the prior year.

Hazelwood Cemetery

In addition to the City's direct cost in providing services, other factors must be considered when establishing the fee levels for burial services and burial lot prices with Hazelwood Cemetery. The impact of the City's fee structure on the local competitive market must be minimized.

Nine of the ten fees are recommended for increases. This increase is based on being able to more accurately capture the fees associated with the cemetery. There have also been several improvements including corrective measures to prevent excessive grave settling, monument repairs, and improvement in services. The average cost increase for the nine fee increases is approximately 11.9%. The remaining fee is not recommended for increase. Although the fee for lot sales provides more than 100% cost

recovery, further reducing the price would undercut the prices charged by the other local cemeteries.

Ordinance Violation Charges

The charges in the third category have been established by City ordinance, as allowed by State statutes, to recover the costs incurred by the City while enforcing certain ordinance violations. Violators may also be subject to punitive fines and court costs ordered by the Municipal Court. All of these charges relate to DWI offenses, animal impoundment, or weed and tree abatement.

The City is restricted to setting each of these charges to a maximum of full cost recovery. However, past Council direction has been to not limit the annual adjustments that may be required to maintain full cost recovery.

A total of nine charges are identified in this category. The current average cost recovery for these charges is 96.25%. If the recommended fee adjustments were approved, the average cost recovery would be 100%.

DWI Offenses

Special consideration is given to two charges related to DWI offenses. These charges are in addition to the court costs and fines that may be ordered by the court, which are beyond the scope and authority of this evaluation. By City ordinance the Municipal Court may impose a civil penalty against any person who is found guilty or pleads guilty to a DWI offense when the person is placed on probation. Instituted in 1994, this penalty is used to offset the operational costs of the City's in-house probation office, which has been found in a previous study to be a cost-effective alternative for both the City and offenders. An increase of 13.4% in the DWI Civil Penalty charge is required to maintain full cost recovery. The change in fees could potentially increase annual revenues by \$8,658.

State statutes and City Code also allow the court to order persons convicted of alcohol or drug related traffic offenses to reimburse the City for the costs associated with their arrests. A basic schedule of such costs is maintained by the Police Department and is filed with the Municipal Prosecutor. A mechanism is provided to document and charge a higher reimbursement if the particular actions required for a specific arrest create a higher cost to the

Police Department. An increase of 22.1% in the DWI Arrest charge is required to maintain full cost recovery. The change in fees could potentially increase annual revenues by about \$42,990.

Tree Abatement

Property owners who have trees that create a hazard to public ways are in violation of City Code. General Ordinance #5009, passed September 2000, clarified the wording as to what constitutes a hazard and added a mechanism for the City to recover the costs of abating nuisance trees if the property owner fails or refuses to do so after proper notice is served. The collection of these costs follows the same procedure as used in the recovery of costs for the abatement of nuisance weeds or rank vegetation on private property.

Two types of charges were established in 2001 to provide for the recovery of costs to abate nuisance trees. An Investigation and Processing Charge recovers the administration cost to investigate and process tree abatement. This charge is applied to every case where the property owner does not abate the nuisance within the time specified on the abatement notice. A small decrease of 0.9% is necessary to keep cost recovery at 100%.

An Abatement Charge establishes the minimum charge for each hour or portion thereof required by a City work crew to physically abate the conditions contained in the tree abatement notice. The total time required includes drive time, setup time, and cleanup time in addition to the direct time required to physically abate the nuisance. Revised cost calculations have determined that this charge should be decreased by 1.9% to keep cost recovery at 100%. Alternatively, at the City's discretion, a contracted service provider may be used to abate the nuisance. In this case that actual contracted cost is charged to the property owner rather than the costs for a City crew to complete the abatement.

Weed Abatement

City Code allows the City to recover the costs of abating private property of weeds, brush, and other rank vegetation declared to be a public nuisance if the property owner fails or refuses to do so after proper notice is served. Charges have been established to accurately reflect the City's complete costs in abating nuisance weeds and to insure that the City is not the low-cost provider of mowing services for property owners.

The weed abatement fee structure parallels that established for tree abatements. An Investigation and Processing Charge recovers the administrative costs to investigate and process the weed abatement. This charge is applied to every case where the property owner does not abate the nuisance within the time specified on the abatement notice. A 0.9% increase in this cost is shown this year.

An Abatement Charge establishes the minimum charge for each hour or portion thereof required by a City work crew to physically abate the conditions contained in the weed abatement notice. The total time required includes drive time, setup time, and cleanup time in addition to the direct time required to physically abate the nuisance. A costs analysis has determined that this charge should be increased by 2.1% to provide full cost recovery. Alternatively, at this City's discretion, a contracted service provider may be used to abate the nuisance. In this case the actual contracted costs is charged to the property owner rather than the cost for a City crew to complete the abatement. The use of a contracted service provided for weed abatements has proven to be very successful and had effectively taken the City out the business of mowing personal property.

BOARDS AND AGENCIES

Board and agencies, such as Parks and Art Museum boards, are allowed by City Ordinance to review and set their own schedule of charges. Accordingly, charges set by these boards and agencies were not reviewed as part of this evaluation.

Recommended Charges And Cost Recovery

Permit, Plan Review, and Inspection Fees

These fees are the traditional fees charged by the City for the various permits issued and plan reviews and inspections conducted in relation to land development, commercial and residential construction, and specific activities within the City. Individuals and entities desiring to participate in such development or activities are required by City ordinance to apply for various permits and submit to plan reviews and inspections to ensure the public's safety, health, and general welfare.

**Permit, Plan Review, and Inspection Fees
Building Development**

Service Description	Current Status Based on FY 06-07 Data				
	Minimum Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Building Permits*	\$100	\$100	100%	717	\$71,700
Electrical, Mechanical, Plumbing, Gas Permits	100	100	100%	4060	\$406,000
Other Permits	100	100	100%	N/A	N/A
Building Plan Review	75	726	10%	N/A	N/A
	Current Flat Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Fire Sprinkler System Installation Permit	\$200	\$200	100%	N/A	N/A
Totals					\$477,700

Service Description	Proposed Fees for FY 08-09				
	Proposed Min Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Building Permits*	\$100	0.0%	100%	\$71,700	\$0
Electrical, Mechanical, Plumbing, Gas Permits	100	0.0%	100%	\$406,000	\$0
Other Permits	100	0.0%	100%	N/A	N/A
Building Plan Review	90	20.0%	12%	N/A	N/A
Fire Sprinkler System Installation Permit	200	0.0%	100%	N/A	N/A
Totals				\$477,700	\$0

Building Permit	Building construction requires the issuance of a permit and follow-up inspections to insure adherence to code. Permit fees are based on the building's use group, type of construction, and square footage.
Electrical, Mechanical, Plumbing, Gas Permit	Electrical, mechanical, gas fitting, and plumbing work require the issuance of permits and follow-up inspections to insure adherence to code. Permit fees are based on a percentage of the building permit fee.
Other Permits	Other permits include: Foundation/Repair Permit for Moved Structures, Towers, Floodplain Development Permit, Parking Lots, Fuel Tanks, Swimming Pool Installation, Temporary Vendor Site Permit, Temporary Vendor Permit, Lawn Sprinkler System Installation, Wrecking Permit, Moving Permit, Commercial Change-Outs, and Day Care Inspections.
Fire Sprinkler System Installation Permit	Installation of Fire Sprinkler Systems requires the issuance of a permit. Currently the permit is a flat fee. It is proposed the permit will now be \$200 for new sprinkler systems, and \$100 for modifications to existing systems.

**Permit, Plan Review, and Inspection Fees
Building Development**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Sign Permits	\$100	\$100	100%	458	\$45,800
Totals					\$45,800

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Sign Permits	\$100	0.0%	100%	\$45,800	\$0
Totals				\$45,800	\$0

Sign Permits _____ A permit is required for any new sign or alternation to an existing sign.

**Permit, Plan Review, and Inspection Fees
Building Development**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Sidewalk Café Permit	\$475	\$600	79%	N/A	N/A
Totals					\$0

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Sidewalk Café Permit	\$530	11.6%	88%	N/A	N/A
Totals				\$0	\$0

Sidewalk Café Permit

Sidewalk Café permits are required by any person desiring to place a sidewalk café on public right-of-way. The cost of the permit is based on the amount of staff time necessary to review and approve an application.

**Permit, Plan Review, and Inspection Fees
Fire Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Blasting Permit	\$105	\$114	92%	12	\$1,260
Gasoline Tank Truck Permit	34	38	89%	145	4,930
Fireworks Permit - Ground Display	30	34	88%	8	240
Fireworks Permit - Aerial & Indoor	96	110	87%	14	1,344
Bonfire Permit	48	55	87%	5	240
Totals					\$8,014

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Blasting Permit	\$114	8.6%	100%	\$1,368	\$108
Gasoline Tank Truck Permit	38	11.8%	100%	5,510	580
Fireworks Permit - Ground Display	34	13.3%	100%	272	32
Fireworks Permit - Aerial & Indoor	108	12.5%	98%	1,512	168
Bonfire Permit	54	12.5%	98%	270	30
Totals				\$8,932	\$918

Blasting Permit A permit is required to do blasting within the city. Site inspections are performed, as well as checks for a current city business license and certificate of insurance for the contractor.

Gasoline Tank Truck Permit In compliance with BOCA regulations, the Fire Department performs an annual inspection and issues a permit on all gasoline tank trucks which pass through the city limits.

Fireworks Permit - Ground Display A permit is required for a ground display of fireworks.

Fireworks Permit - Aerial & Indoor A permit is required for an aerial or indoor display of fireworks.

Bonfire Permit A permit is required for a bon fire with a fire greater than 3 ft. by 2 ft. high.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Board of Adjustment	\$670	\$1,050	64%	13	\$8,710
Conditional Use Permit	1000	1123	89%	6	6,000
Relinquishment of Easement	445	494	90%	18	8,010
Vacations	530	591	90%	9	4,770
Zonings	1000	1149	87%	22	22,000
Totals					\$49,490

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Board of Adjustment	\$750	11.9%	71%	\$9,750	\$1,040
Conditional Use Permit	1120	12.0%	100%	6,720	720
Relinquishment of Easement	494	11.0%	100%	8,892	882
Vacations	591	11.5%	100%	5,319	549
Zonings	1120	12.0%	97%	24,640	2,640
Totals				\$55,321	\$5,831

Board of Adjustment A property owner request for modification of the standard zoning ordinance regulations because strict enforcement of the regulations creates some type of hardship upon the utilization of the property.

Conditional Use Permit Allows land to be used for certain specified uses subject to specified conditions.

Relinquishment of Easement Legal measure where the City gives up its right to cross private property with public utility lines (gas, water, electric, sanitary sewer) because the easement is no longer needed.

Vacations Changes the ownership of a street or alley from public to private, or voids a platted subdivision.

Zonings A change in a property's zoning to allow a land use that is not under the existing zoning.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Planned Development - Preliminary	\$1,420	\$1,798	79%	27	\$38,340
Planned Development - Final (Administrative)	175	608	29%	15	2,625
Planned Development - Final (Comm/Council)	195	925	21%	11	2,145
Administrative Subdivision	115	259	44%	69	7,935
Subdivision Variance	415	475	87%	9	3,735
Totals					\$54,780

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Planned Development - Preliminary	\$1,595	12.3%	89%	\$43,065	\$4,725
Planned Development - Final (Administrative)	215	22.9%	35%	3,225	600
Planned Development - Final (Comm/Council)	235	20.5%	25%	2,585	440
Administrative Subdivision	140	21.7%	54%	9,660	1,725
Subdivision Variance	465	12.0%	98%	4,185	450
Totals				\$62,720	\$7,940

Planned Development - Preliminary The preliminary plan for property development that either cannot be accommodated by the existing zoning laws or that requires additional regulations to protect a neighborhood from the proposed development. A specific ordinance approved by the Planning and Zoning Commission and City Council is produced, which also specifies how the final development plan may be approved.

Planned Development - Final (Administrative) Submitted site plan, which can be administratively approved, that shows specific development and how it complies with the preliminary development plan.

Planned Development - Final (Commission/Council) Submitted site plan, which must be approved by the Planning and Zoning Commission and City Council, that shows specific development and how it complies with the preliminary development plan.

Administrative Subdivision A subdivision of previously platted property with no public improvements that may be administratively approved.

Subdivision Variance A request for modification of the standard subdivision regulations.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Preliminary Plat	\$790	\$1,295	61%	26	\$20,540
Preliminary Plat Renewal	455	525	87%	0	0
Final Plat (Administrative)	330	495	67%	35	11,550
Final Plat (Commission/Council)	755	865	87%	0	0
Final Plat Appeal	255	408	63%	1	255
Totals					\$32,345

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Preliminary Plat	\$885	12.0%	68%	\$23,010	\$2,470
Preliminary Plat Renewal	510	12.1%	97%	0	0
Final Plat (Administrative)	370	12.1%	75%	12,950	1,400
Final Plat (Commission/Council)	845	11.9%	98%	0	0
Final Plat Appeal	285	11.8%	70%	285	30
Totals				\$36,245	\$3,900

Preliminary Plat	The submission of preliminary plans to subdivide private property into sellable lots.
Preliminary Plat Renewal	Required if the final plat is not submitted within one year of City Council approval of the preliminary plat.
Final Plat (Administrative)	Final version of a subdivision that will be recorded, creating sellable lots. City staff may approve administratively if the final plat submittal conforms to the preliminary plat that was approved by City Council.
Final Plat (Commission/Council)	Final version of a subdivision that must be approved by the Planning and Zoning Commission and City Council because it does not meet the adopted criteria for administrative approval.
Final Plat Appeal	An appeal may be made to the Planning and Zoning Commission and City Council for approval of a final plat that was administratively denied.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Application Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Administrative Tract Certification	\$36	\$40	90%	64	\$0
Annexation	630	670	94%	6	0
Master Sign Plan	300	404	74%	3	0
Request to Extend Security Agreement	85	94	90%	2	0
Street Name Change	500	556	90%	7	3,500
Subdivision Variance	47	54	87%	20	940
Zoning Certificate	19	20	95%	40	760
Totals					\$5,200

Application Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Administrative Tract Certification	\$40	11.1%	100%	\$2,560	\$2,560
Annexation	670	6.3%	100%	4020	4,020
Master Sign Plan	335	11.7%	83%	1005	1,005
Request to Extend Security Agreement	94	10.6%	100%	188	188
Street Name Change	555	11.0%	100%	3885	385
Subdivision Variance	50	6.4%	93%	1000	60
Zoning Certificate	20	5.3%	100%	800	40
Totals				\$10,898	\$8,258

Administrative Tract Certification A property owner requests staff to certify that the subdivision of the tract was lawful under this ordinance at the time the existing property description was recorded or that the property existed in its present configuration prior to its annexation into the City or prior to March 26, 1956 (the date of the adoption of the present subdivision regulations).

Annexation An applicant would request the city to incorporate their property within the domain of the City of Springfield.

Master Sign Plan An applicant can apply for a master sign plan which would allow multiple on-premise signs as long as the effective area of the signs do not exceed the total allowed sign area for the zoning district.

Request to Extend Security Agreement An applicant may request Section 303(2) of the Subdivision Regulations which states that the Commission "may, upon proof of hardship, extend the completion date set forth in said bond or agreements for a maximum period of one additional year; provided a request for said extension is made prior to the end of the one year following recordation and provided the amount of said security agreement is revised pursuant to a revised estimate by the Department of Public Works

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Descriptions continued:

<u>Street Name Change</u>	A citizen or the city may request to change a street name if there are any emergency management issues or inconsistencies with the current addressing system. Emergency Communications (E-911) requests many of these and we would not charge 911. We will only charge for private requests.
<u>Subdivision Variance with a Preliminary Plat</u>	An applicant will often request a subdivision variance at the same time as their Preliminary Plat. The Subdivision Variance is a request to vary from the City of Springfield Subdivision Regulations if certain criteria can be met.
<u>Zoning Certificate</u>	An applicant would apply to have staff provide official certification of the zoning district of a particular property on the date the zoning certificate is issued. The zoning certificate also provides notice of any rezoning applications on file for the property in the Planning and Development Department office.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Administrative Re-Plat - Commercial	\$0	\$757	0%	N/A	\$0
Administrative Re-Plat - Residential	0	655	0%	N/A	0
Administrative Condo	0	846	0%	N/A	0
Totals					\$0

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Administrative Re-Plat - Commercial	\$755	N/A	100%	N/A	N/A
Administrative Re-Plat - Residential	655	N/A	100%	N/A	N/A
Administrative Condo	845	N/A	100%	N/A	N/A
Totals				\$0	\$0

Administrative Re-Plat Commercial and Residential

The subdivision of land shall be classified as an administrative re-plat if an existing lot in a previously recorded subdivision is subdivided into not more than five (5) tracts, parcels or lots, and does not include the dedication of a new street or other public way or change in existing streets or alleys. The only difference between commercial and residential is whether it is a subdivision of commercially or residentially zoned land.

Administrative Condo

The subdivision of an existing structure or structures on a lot of record into units on a common element.

**Permit, Plan Review, and Inspection Fees
Public Health**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Open Burning Permit	\$66	\$114	58%	20	\$1,320
Totals					

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Open Burning Permit	\$75	13.6%	66%	\$1,500	\$180
Totals				\$1,500	\$180

Open Burning Permit A property owner must obtain a permit to be able to burn brush or trees that originate on the property. The property owner has to meet several requirements in order to obtain a permit.

**Permit, Plan Review, and Inspection Fees
Public Health**

Service Description	Current Status Based on FY 06-07 Data				
	Minimum Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Food Permit - High Risk Establishment	\$0	\$327	0%	512	\$0
Food Permit - Medium Risk Establishment	0	175	0%	207	0
Food Permit - Low Risk Establishment	0	113	0%	301	0
Totals					\$0

Service Description	Proposed Fees for FY 08-09				
	Proposed Min Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Food Permit - High Risk Establishment	\$325	N/A	99%	\$166,400	\$166,400
Food Permit - Medium Risk Establishment	175	N/A	100%	\$36,225	\$36,225
Food Permit - Low Risk Establishment	100	N/A	88%	\$30,100	\$30,100
Totals				\$232,725	\$232,725

Food Permit

The Public Health Department evaluates establishments according to a risk based model. A risk based food inspection program is one that uses an inspection approach that evaluates and focuses on the reduction of risk factors known to cause or contribute to foodborne illness, and to promote active managerial control of these risk factors and uses the associated risk level of a food operation to determine inspection frequency. Risk level assignment will use the terms low, medium, and high. Those establishments that are considered to fall into the low risk category will be inspected once annually, those that fall into the medium risk category will be inspected twice annually, and those that fall into the high risk category will be inspected three times annually.

**Permit, Plan Review, and Inspection Fees
Public Health**

Service Description	Current Status Based on FY 06-07 Data				
	Minimum Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Temporary Food Establishment Permit	\$0	\$94	0%	105	\$0
Mobile Food Establishment Permit	0	115	0%	43	0
Totals					\$0

Service Description	Proposed Fees for FY 08-09				
	Proposed Min Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Temporary Food Establishment Permit	\$25	N/A	27%	\$2,625	\$2,625
Mobile Food Permit	75	N/A	65%	3,225	3,225
Totals				\$5,850	\$5,850

Temporary Food Establishment Permit

A temporary food establishment is defined as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. This does not include: sales of non-potentially hazardous, prepackaged food; produce stands that sell only whole, uncut fruits and vegetables; non-potentially hazardous foods prepared in a private home for farmer's markets or bake sales; sampling in an established retail setting or trade show to promote the sale of the product being sampled; and closed events with invited guests, such as wedding receptions. Fee is being set below cost because a higher fee would be a burden on some of the establishments and would put them out of business.

Mobile Food Establishment

A mobile food permit is for self-contained mobile concession units that have a source of pressurized hot water from a portable water supply and a wastewater tank to store waste water. Mobile trailers, as well as push-carts (that prepare food on the cart), are on wheels and can be easily moved from vending site to vending site. Fee is being set below cost because a higher fee would be a burden on some of the establishments and would put them out of business.

**Permit, Plan Review, and Inspection Fees
Public Health**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Trash Truck Inspections	\$10	\$12	83%	156	\$1,560
Totals					\$1,560

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Trash Truck Inspections	\$12	20.0%	100%	\$1,872	\$312
Totals				\$1,872	\$312

Trash Truck Inspections Trash trucks are inspected annually for compliance with sanitation requirements.

**Permit, Plan Review, and Inspection Fees
Public Works Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Commercial Driveway Permit					
Improved	\$74	\$79	94%	59	\$4,366
Unimproved	74	79	94%	21	1,554
Residential Driveway Permit					
Improved	44	44	100%	233	10,252
Unimproved	51	65	78%	70	3,570
Excavation Permit	8	8	100%	657	5,256
Excavation Inspection	31	63	49%	N/A	N/A
Totals					\$24,998

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Commercial Driveway Permit					
Improved	\$79	6.8%	100%	\$4,661	\$295
Unimproved	79	6.8%	100%	1,659	105
Residential Driveway Permit					
Improved	44	0.0%	100%	10,252	0
Unimproved	57	11.8%	88%	3,990	420
Excavation Permit	8	0.0%	100%	5,256	0
Excavation Inspection	38	22.6%	60%	N/A	N/A
Totals				\$25,818	\$820

Driveway Permit Permits must be obtained for all driveway construction and improvements.
Improved refers to a driveway which connects to a street with concrete curbs and gutters.
Unimproved refers to a driveway which connects to a street without concrete curbs and gutters.

Excavation Permit Permits must be obtained to perform excavations in the City's rights-of-way.

Excavation Inspection An inspection fee is charged when an excavation does not involve any City-performed street repair. This typically means that it's an excavation in an alley or on the right-of-way off to the side of the street, as is typical of phone company projects.

**Permit, Plan Review, and Inspection Fees
Public Works Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Taxicab Inspection	\$25	\$25	100%	78	\$1,950
Wrecker Inspection	25	26	98%	35	875
Totals					\$2,825

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Taxicab Inspection	\$25	0.0%	100%	\$1,950	\$0
Wrecker Inspection	25	0.0%	98%	875	0
Totals				\$2,825	\$0

Taxicab Inspection Taxicabs are inspected annually for compliance with safety and equipment requirements.

Wrecker Inspection Wreckers are inspected annually for compliance with safety and equipment requirements.

Licensing Fees

Two of the fees in this section are related to liquor licenses and allow the City to recover 100% of the costs incurred. The third fee, a new fee being established in this Fee Study, is related to the security and background checks that the City performs on persons engaging in the business activity of tanning salons. In February 2007, the City passed Ordinance 5653 that added certain provisions regulating the licensing and operation of tanning salons and businesses. This fee will allow the City to recover 100% of the costs incurred.

Licensing Fees
Finance - Licensing Department

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Letters of Approval for Catering	\$15-\$30/day	N/A			
Liquor License Location Investigation	\$68	\$63	108%	68	\$4,624
Totals					\$4,624

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Letters of Approval for Catering	\$15-\$30/day	N/A			
Liquor License Location Investigation	\$63	-7.4%	100%	\$4,284	(\$340)
Totals				\$4,284	(\$340)

Letters of Approval for Catering

Fee to be charged is set by Missouri Statute sections 311.220 and 311.485 of the Liquor Control Law. These letters of approval are for caterers or other persons holding licenses to serve liquor at a particular function, occasion or event at a particular location other than the licensed premises.

Liquor License Location Investigation-Determining Restrictions

When a liquor license application is submitted, investigation of the location for licensing restrictions is required. The investigation involves checking restrictions regarding zoning, residential zoned property, church park, school and other liquor license locations.

Licensing Fees
Finance - Licensing Department

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tanning Location Security & Background Check Fee	\$150	\$167	90%	3	\$450
Totals					\$450

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tanning Location Security & Background Check Fee	\$167	11.3%	100%	\$501	\$51
Totals				\$501	\$51

Tanning Location Security & Background Check Fee

In February of 2007, Springfield City Council passed Ordinance 5653 that added certain provisions regulating the licensing and operation of tanning salons and businesses. For compliance with this ordinance, security and background checks are performed by the City on persons engaging in this type of business activity. This fee recovers the costs incurred by the Licensing and Police Departments in performing this task.

Charges for Services

This category of charges is for services that are not regulatory in nature, nor imposed by City ordinance. These services provide a tangible product to a relatively small number of individuals and entities, with some services offered as an alternative to what is available in the private sector. The consumers of these City services have the freedom to choose whether or not the products provided have enough value to justify paying the established charges.

**Charges for Services
Fire Department**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Fire Station Room Rental	\$25	\$38	66%	387	\$9,675
Totals					\$9,675

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Fire Station Room Rental	\$38	52.0%	100%	\$14,706	\$5,031
Totals				\$14,706	\$5,031

Community Room Rental

This fee was established in last year's fee study. The first year the fee was set at \$25 because the City believed that the cost should not be so high that rental by the public would be discouraged. The fee has not reduced the demand for use of the rooms by the public. For this reason, the fee should be increased to recover the cost of providing the service. The fee will continue to be waived for other public agencies or government entities requiring the room(s) for their official business.

**Charges for Services
Municipal Court**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Access to Conviction Records (per name)	\$8	\$8	100%	425	\$3,400
Totals					\$3,400

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Access to Conviction Records (per name)	\$8	0.0%	100%	\$3,400	\$0
Totals				\$3,400	\$0

Access to Conviction Records Research to court conviction records for individual names as requested. The charge is for each name to be researched.

**Charges for Services
Police Department**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Hard Drive to CD	\$23	\$27	85%	589	13,547
Video Tapes	34	41	83%	216	7,344
Audio Tapes(first 12 min)	10	11	91%	32	320
Audio Tapes (each 12 min thereafter)	6	8	75%	0	0
Totals				837	\$21,211

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Hard Drive to CD	\$27	17.4%	100%	15,903	2,356
Video Tapes	38	11.8%	93%	8,208	864
Audio Tapes (first 12 min)	11	10.0%	100%	352	32
Audio Tapes (each 12 min thereafter)	8	33.3%	100%	0	0
Totals				\$24,463	\$3,252

Hard Drive to CD	Legal defense firms and insurance companies may purchase crime and accident scene photographs taken by the department as evidence for prosecution.
Video Tapes	Legal defense firms and insurance companies may purchase video tapes of arrests taken by cameras in police cars.
Audio Tapes	Legal defense firms and insurance companies may purchase audio tapes of 911 calls.

**Charges for Services
Police Department**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Photo CD (first roll of film)	\$27	\$32	84%	380	\$10,260
Photo CD(each additional roll of film)	13	16	81%	152	\$1,976
Totals				532	\$12,236

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Photo CD (first roll of film)	\$30	11.1%	94%	\$11,400	\$1,140
Photo CD(each additional roll of film)	16	23.1%	100%	2,432	\$456
Totals				\$13,832	\$1,596

Photo CD

Legal defense firms and insurance companies may purchase prints of crime and accident scene photographs taken by the department as evidence for prosecution. Each roll of film can be loaded to a CD. Costs for setup and processing are included in the price for the first roll of film.

**Charges for Services
Public Health**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Vaccine Administration Fee	\$15	\$18	83%	N/A	N/A
Vaccine Administration Fee - Food Handlers	2	18	11%	N/A	N/A
Totals					\$0

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Vaccine Administration Fee	\$18	20.0%	100%	N/A	N/A
Vaccine Administration Fee - Food Handlers	5	150.0%	28%	N/A	N/A
Totals				\$0	\$0

Vaccine Administration Fee

The Public Health Department charges for adult vaccinations to individuals and provides immunizations to work groups such as city departments, county departments, area fire/police departments, schools, and long-term care facilities. Food handlers are charged a minimal fee. The rationale for the lesser amount for food handlers is the public health safety issue and to reduce barriers to receiving the vaccine.

**Charges for Services
Public Works Department**

Current Status Based on FY 06-07 Data				Proposed charges for FY 08-09		
Service Description	Size	City Cost	Current Fee	Cost Recovery	Proposed Fee	New Cost Recovery
Stop	30"	\$114	\$108	95%	\$114	100%
	36"	123	117	95%	\$123	100%
R/R (circle)	30"	111	105	95%	\$111	100%
No Parking	12" x 18"	94	88	94%	\$94	100%
		99	93	94%	\$99	100%
Street Names	6" x 36" (2 sided)	138	132	96%	\$138	100%
	9" x 42" (2 sided)	156	150	96%	\$156	100%
	18" x 72"	144	138	96%	\$144	100%
	6" x 36" (2 sided)	199	193	97%	\$199	100%
Street Names (double)	12" x 18"	94	88	94%	\$94	100%
Handicap	12" x 24"	95	89	94%	\$95	100%
Bus Stops	12" x 30"	97	91	94%	\$97	100%
Stripe Boards	18" x 18"	97	91	94%	\$97	100%
No Outlet	18" x 18"	97	91	94%	\$97	100%
Street Ends	18" x 24"	99	93	94%	\$99	100%
No Parking/Stopping/Standing	24" x 24"	103	97	94%	\$103	100%
	24" x 30"	107	101	94%	\$107	100%
Speed Limit	24" x 36"	111	105	95%	\$111	100%
	30" x 30"	114	108	95%	\$114	100%
	30" x 36"	116	110	95%	\$116	100%
	36" x 36"	123	117	95%	\$123	100%
	36" x 48"	116	110	95%	\$116	100%

Traffic Signs

Charges to developers for the City to install the initial set of traffic signs in a new subdivision. Developers have the option to install the signs themselves with no charge paid to the City. The charges are also used for traffic signs damaged in auto accidents.

Signs in **bold type** are typical signs that would be installed in a new subdivision.

**Charges for Services
Public Works Department**

Hazelwood Cemetery (Burial Services)

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Open/Close - Adult Grave	\$426	\$601	71%	95	\$40,470
Open/Close - Adult Grave (Economy)	335	601	56%	5	1,675
Open/Close - Infant Grave	250	556	45%	1	250
Open/Close - Infant Grave (Economy)	119	556	21%	0	0
Additional Fee for Saturday Services	176	205	86%	20	3,520
Open/Close - Cremains	165	234	70%	25	4,125
Disinterment Charges - Adults	574	825	70%	0	0
Disinterment Charges - Infants	380	466	82%	0	0
Disinterment Charges - Cremains	115	132	87%	0	0
Lot Sales	720	131	551%	8	5,760
Totals					\$55,800

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Open/Close - Adult Grave	\$478	12.2%	80%	\$45,410	\$4,940
Open/Close - Adult Grave (Economy)	376	12.2%	63%	1,880	205
Open/Close - Infant Grave	280	12.0%	50%	280	30
Open/Close - Infant Grave (Economy)	133	11.8%	24%	0	0
Additional Fee for Saturday Services	197	11.9%	96%	3,940	420
Open/Close - Cremains	185	12.1%	79%	4,625	500
Disinterment Charges - Adults	645	12.4%	78%	0	0
Disinterment Charges - Infants	410	7.9%	88%	0	0
Disinterment Charges - Cremains	132	14.8%	100%	0	0
Lot Sales	720	0.0%	551%	5,760	0
Totals				\$61,895	\$6,095

Open/Close - Adult/Infant Grave The charge for preparing the grave site for an adult or infant burial.

Open/Close - Adult/Infant Grave (Economy) The charge for preparing the grave site for indigent families is reduced, based on the recommendation of the the funeral director.

Additional Fee for Saturday Services The charge for Saturday burial services is increased due to the cost of overtime for employees performing the service.

Open/Close - Cremains The charge for preparing the grave site for burial of remains of cremation.

Disinterment Charges -Adult/Infant The charge for moving the remains from one grave site to another.

Ordinance Violation Charges

The charges in this category have been established by City ordinance, as allowed by State statutes, to recover the costs incurred by the City while enforcing certain ordinance violations. Violators may also be subject to punitive fines and court costs ordered by the Municipal Court. Due to the special nature of these charges, full cost recovery is maintained each year regardless of the percentage adjustment required. All of these charges relate to DWI offenses, animal impoundment, or weed and tree abatements.

**Ordinance Violation Charges
Municipal Court**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
DWI Civil Penalty	\$97	\$110	88%	666	\$64,602
Totals					\$64,602

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
DWI Civil Penalty	\$110	13.4%	100%	\$73,260	\$8,658
Totals				\$73,260	\$8,658

DWI Civil Penalty

The Municipal Court may impose a civil penalty against any person who is found guilty or who pleads guilty to a charge of driving while intoxicated or driving with unlawful blood alcohol content as an additional penalty when the person is placed on probation

This penalty is used to offset the operational costs of the City's in-house probation office, which has been found to be a cost effective alternative for both the City and offenders.

**Ordinance Violation Charges
Public Health**

Current Status Based on FY 06-07 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Impoundment					
First Day	\$30	\$30	100%	4135	\$124,050
Each Day or Partial Day Thereafter	9	9	100%	0	0
Totals					\$124,050

Proposed Fees for FY 08-09					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Impoundment					
First Day	\$30	0.0%	100%	\$124,050	\$0
Each Day or Partial Day Thereafter	9	0.0%	100%	0	0
Totals				\$124,050	\$0

Animal Impoundments A person claiming a dog or cat that has been impounded must pay an impoundment fee for the animal's release

**Ordinance Violation Charges
Police Department**

Current Status Based on FY 06-07 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
DWI ARREST	\$136	\$166	82%	1433	\$194,888
Totals					\$194,888

Proposed Fees for FY 08-09

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
DWI ARREST	\$166	22.1%	100%	\$237,878	\$42,990
Totals				\$237,878	\$42,990

DWI ARRESTS

State Statutes and city ordinances allow the court to order persons convicted of alcohol or drug related traffic offenses to reimburse the city for the costs associated with their arrests. These costs shall included the reasonable cost of making the arrest, including the cost of any chemical test made to determine the alcohol or drug content of the person's blood, and the costs of processing, charging, booking, and holding the person in custody.

The charge rate shown reflects the basic schedule of arrests costs. The reimbursements costs of a specific arrest may be set higher or lower depending on the actual costs incurred and the consideration involved. The revenue generated depends on the actual arrests costs.

**Ordinance Violation Charges
Public Works Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tree Abatement					
Investigation and Processing Charge	\$230	\$228	101%	3	\$690
Abatement Charge	158	155	102%	3	474
Each Hour of portion thereof by City Crew					
Or Contractor Charge (City Contract)	contract	contract	100%	0	N/A
Totals					\$1,164

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tree Abatement					
Investigation and Processing Charge	\$228	-0.9%	100%	\$684	(\$6)
Abatement Charge	155	-1.9%	100%	465	(9)
Each Hour of portion thereof by City Crew					
Or Contractor Charge (City Contract)	contract	contract	100%	0	N/A
Totals				\$1,149	(\$15)

Tree Abatement

City Code provides for the recovery of the costs incurred by the City to abate property of trees creating hazard to public ways when the property owner fails to respond to proper notice of the violation.

Investigation and Processing Charge recovers the administrative costs to investigate and process a Tree Abatement.

Abatement Charge establishes the charge for each hour or portion thereof for the City to physically abate the conditions contained in the Tree Abatement notice, including drive time, setup time, and cleanup time. Alternatively, the City may choose to abate the nuisance through an outside contract, in which case the property owner will be charged the contractor's charge to the City.

**Ordinance Violation Charges
Public Works Department**

Service Description	Current Status Based on FY 06-07 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Weed Abatement					
Investigation and Processing Charge	\$235	\$237	99%	79	\$18,565
Abatement Charge					
Each Hour or Portion thereof by City Crew	48	49	98%	79	3,792
Or Contract Charged (City Contract)	Contract	Contract	100%	54	N/A
Totals					\$22,357

Service Description	Proposed Fees for FY 08-09				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Weed Abatement					
Investigation and Processing Charge	\$237	0.9%	100%	\$18,723	\$158
Abatement Charge					
Each Hour or Portion thereof by City Crew	49	2.1%	100%	3,871	79
Or Contract Charged (City Contract)	Contract	Contract	100%	N/A	N/A
Totals				\$22,594	\$237

Weed Abatement

City Code provides for the recovery of the costs incurred by the City to abate property of weeds, brush, or other rank vegetation declared to be public nuisance when the property owner fails to respond to proper notice of the violation.

Investigation and Processing Charge recovers the administrative costs to investigate and process a Weed Abatement.

Abatement Charge establishes the charge for each hour or portion thereof for the City to physically abate the conditions contained in the Weed Abatement notice, including drive time, setup time, and cleanup time. Alternatively, the City may choose to abate the nuisance through an outside service contract, in which case the property owner will be charged the contractor's charge to the City.

**FEE SCHEDULE FOR
BUILDING DEVELOPMENT SERVICES
CITY OF SPRINGFIELD**

July 1, 2008

For New Construction and Building Additions:

Minimum Building Permit: **\$100.00** includes issuance of Certificate of Occupancy.

Minimum Information Required to Calculate the Building Permit Fee:

Type of Construction
Gross Floor Area of Building (Finished living floor space for residential)
Use Group
Gross Area Modifier = **85**

Type of Construction Factor will be from a matrix of numbers based on Use Group and Type of Construction as established by ICC dated February 2008 and as amended by adoption of this fee ordinance. Copy attached and available from Building Development Services.

**Gross Area of Building X Gross Area Modifier X Type of Construction Factor =
Construction Factor used to Calculate Building Permit Fee**

1 st 50,000 of Construction Factor X 0.004	= Bldg. Permit Fee A
Plus 2 nd 50,000 of Construction Factor X 0.003	= Bldg. Permit Fee B
Plus 3 rd 50,000 of Construction Factor X 0.002	= Bldg. Permit Fee C
Plus For anything over 150,000 X 0.001	= Bldg. Permit Fee D
Total Building Permit Fee	= A + B + C + D or minimum Or \$100.00 whichever is higher

For Infills and Remodels/Renovations:

The "Construction Factor" will be calculated in the same manner as for a new building, except the "Factor" will be multiplied by **0.30** and then the above formula will be used to calculate the Building Permit Fee.

For Shell Buildings:

A "shell building," with no defined tenant infill spaces, has been added as a sub-category to the "Business" use group and the "Type of Construction Factor" has been established as a similar to an S-1, Storage, moderate hazard use. This will reduce the permit fee for the shell to a more comparable complexity of construction.

For One & Two Family Structures:

The "Construction Factor" will be calculated in the same manner as for a new building, except the "Factor" will be multiplied by **0.38** and then the same above formula will be used to calculate in Building Permit Fee.

Provisional Building Permit: (foundation only)

30% of the calculated building permit fee or minimum building permit fee, whichever is higher. This fee is charged in addition to the normal building permit fee.

Mechanical, Electrical, and Plumbing Permits: \$100.00 or 40% of the Building Permit Fee whichever is larger.

Gas Permits:

\$100.00 unless the gas is at an elevated pressure as defined by City Utilities in which case the fee would be \$185.00

Residential Appliance Change-Outs will be \$25.00. This is for like to like replacements only, unless specifically approved by the Director.

Commercial Change-Outs: **\$100.00**

Sprinkler System Permits:

New Sprinkler Systems: \$200.00

Modifications to existing Systems: \$100.00

Re-Inspection Fees:

For the first 2 re-inspections, \$200.00 per re-inspection.

For any re-inspection after 2, \$500.00 per re-inspection.

Re-Inspections are defined as:

- 1) Work not ready for inspection, i.e. work not installed or constructed when inspector arrives on site.
- 2) Re-inspecting previously inspected work that has not been corrected.
- 3) Jobsite not accessible after 2nd attempt, when contractor has control of access.
- 4) Failure to have a set of Approved Plans & Specs on Site; 1st time warning, 2nd and all future times, re-inspection fee will be assessed.

Penalty for Work Done without a Permit: The required permit fee multiplied by 2.0 plus **\$200.00**. (This will not be applied to emergency work performed when City offices are closed)

Penalty for calling for inspection when work has been done but not in substantial conformance with the adopted Codes or approved plans: \$250.00 for 1st time per project, \$500.00 for each thereafter.

Foundation/Repair Permit for Moved Structures: \$100.00

Towers: \$50.00 for first 100 feet of height plus \$20.00 for each additional 100 feet or fraction thereof. Or a minimum of \$150.00, whichever is higher.

Floodplain Development Permit: If a building or structure is part of the plan, the Floodplain Development Permit will be issued at no additional cost. If the project is for filling/grading the floodplain, the Floodplain Development Permit fee will be calculated at \$0.01 per square foot of disturbed area within the floodplain with a minimum permit fee of **\$100.00**.

Plan Review Fee: (Commercial Projects Only)

Fee Schedule:

Minimum of **\$90.00** or **65%** of Building Permit, whichever is larger.

Plan Review for Towers:

New Towers: **\$275.00** per tower regardless of height

Co-location Projects: **\$85.00** per antenna assembly

Plan review of Sprinkler Systems: \$50.00

Plan Review for Floodplain Development Permit:

For Grading and Filling of Floodplain Areas Only.

(If a building is being constructed as part of the project this plan review fee is not applied.)

Commercial Projects: **\$100.00 Flat fee**

Residential Projects: **\$50.00 (One and Two Family only)**

Plan Re-submittal Review Fee (prior to permit issuance): **\$250.00** for 4th submittal, **\$500.00** for 5th and each thereafter. If the re-submittal of the design documents is due solely to an error or omission by the City, no additional fee or penalty will be assessed.

Penalty Fee for Failure to submit Change Orders/Field Directives for Review prior to work performed after permit issuance: **\$250.00** for the 1st infraction, **\$500.00** for each thereafter. This is for those instances in which changes in the design are made in the field prior to plan revisions being submitted to the Department of Building Development Services. This fee is not applicable to aesthetic changes

Sign Permits: \$100.00 for any sign, new installation or alteration of any kind.

Exception: For banners the fee will be **\$25.00** per 30-day period or fraction thereof.

Parking Lots: (stand alone facilities)

1st 20,000 square feet multiplied by 0.0015, or **\$100.00**, whichever is higher. Remaining area over 20,000 square feet multiplied by 0.0010.

Fuel Tanks: \$100.00 per tank, regardless of size if not part of a building plan.

Swimming Pool Installation: \$100.00

Special Event Permits: \$45.00

Temporary Vendor Site Permit: \$100.00; Plan review cost is in addition to the permit fee.

Temporary Vendor Permit: \$100.00; This includes such things as greenhouses, tents, and any other temporary vendor facility whether enclosed or not.

Fence Permit:

Front Yard: No cost; permit is required

Rear or Side Yard: Six feet in height or less: No permit required

Over Six Feet and up to Seven feet in height: **\$25.00.**

Over Seven feet in height: Not allowed unless it meets the requirements of the zoning ordinance. If so, minimum building permit fee **\$100.00** will be assessed.

Fences of Commercially zoned property may also require detailed plans and a plan review be performed.

Wheelchair Ramps: No Cost

Storm Water Detention Permit: \$100.00

Lawn Sprinkler System Installation: \$100.00 (This will be issued as a Plumbing Permit)

Wrecking Permit: \$100.00

Building or Wrecking Permit Req'd by Dangerous Building Proceedings: 2 X
Minimum Bldg. Permit Fee

Moving Permit: – \$100.00

Boarded Up Building Permit: \$200.00 per 6 months

Overtime Fees: \$45.00 per hour, minimum of 2 hours.

Special Permit for Work as Described in a Certificate of Appropriateness: \$25.00.

Day Care Inspections: \$100.00

Sidewalk Café Permit: \$475.00

Cooperative Parking Agreements: \$50.00 plus the cost of recording the documents with the Greene County Recorder of Deeds.

Copies: \$0.10 per page plus cost of time of employee needed to make the copies. Copies of Microfilm will be a cost of outside vendor providing the service. All other copies shall be charged at our cost for time and materials.

Code Books and applicable ordinances:

(Code books will no longer be available for purchase from the City.)

Permits Required by Zoning Ordinance: Unless specifically identified elsewhere in this schedule, all permits, plan reviews, site plan reviews or approvals provided by the Department of Building Development Services as listed in Chapter 36, Article III, known as the Land Development Code in Article I, the Zoning Ordinance, shall be assessed a fee equal to the minimum building permit fee or minimum plan review fee.

Certificate of Occupancy for Change of Use:

If Occupant did not move in until after issuance of the C of O: \$30.00

Penalty for when the structure is occupied prior to issuance of the C of O: \$250.00

Mobile Home and Travel Trailer Parks:

Filing fee for park: **\$100.00**

Plus fee for each trailer space: **\$25.00**

Building and structures within the park are considered commercial structures and building, electrical, plumbing, fuel gas, and mechanical permits will be calculated accordingly.

Refunds: Permit fees for projects that are abandoned before being started or inspected shall be refunded, less a \$25.00 processing fee, provided the request is made within 180 days of the date of issuance of the permit.

Refunds will not be made of any plan review fee.

If, in the opinion of the Director of Building Development Services, a situation develops that would warrant a refund beyond these limits, the Director shall be authorized to refund up to 90% of any fee listed in this schedule of fees.

Craft and Trade Certification fees:

Initial Certificate Fee after Successful Completion of Examination:

Master Craftsman	\$50.00*
Journeyman Craftsman	\$25.00*

Initial Registration Fee for all Apprentice: \$10.00

Ninety-day Temporary
Journeyman Certificate **\$10.00****

*Includes initial annual certificate fee for balance of current year in which examination is passed successfully.

**To be issued only in conjunction with application for examination as a master or journeyman upon proof of previous held craft journeyman or master certification from

another jurisdiction. Certification will be issued for one 90-day period only. Examination must be taken at first available exam date in the 90-day period. Failure to pass examination is automatic revocation of certificate. The temporary certificate is not applicable to persons who have previously taken the journeyman or master exam and failed.

Certificate Annual Renewal Fees

Master Craftsmen	\$50.00
Journeyman Craftsmen	\$25.00

Registration Fees – Annual Renewal Fees

Apprentice	\$10.00
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Application fee for Appeal of Chapter 36, Article III: \$500.00. If the appeal is granted, the applicant shall be refunded the entire application fee.

BUILDING PERMIT FEE CALCULATION DATA												
Effective Date: July 1, 2008												
Use Group	Gross Area Modifier	IA	IB	IIA	IIB	IIIA	IIIB	IIIV	IVA	IVB		
A-1	Assembly, theaters with stage	85	1.96	1.90	1.85	1.78	1.67	1.62	1.72	1.53	1.47	
A-2	Assembly, theaters without stage	85	1.78	1.71	1.67	1.59	1.49	1.44	1.53	1.34	1.28	
A-2	Assembly, nightclubs	85	1.50	1.46	1.42	1.36	1.29	1.25	1.32	1.17	1.13	
A-2	Assembly, restaurants, bars, banquet halls	85	1.49	1.45	1.40	1.35	1.27	1.24	1.31	1.15	1.12	
A-3	Assembly, churches	85	1.81	1.74	1.70	1.62	1.52	1.47	1.57	1.37	1.32	
A-3	Assembly, general, community halls, libraries, museums	85	1.53	1.46	1.41	1.34	1.22	1.19	1.29	1.08	1.04	
A-4	Assembly, arenas	85	1.77	1.70	1.65	1.58	1.47	1.43	1.52	1.32	1.27	
B	Business	85	1.54	1.49	1.44	1.37	1.25	1.20	1.32	1.10	1.05	
	Open Shells	85	0.84	0.80	0.75	0.73	0.62	0.63	0.70	0.52	0.49	
E	Educational	85	1.67	1.61	1.56	1.50	1.40	1.33	1.45	1.23	1.19	
F-1	Factory and industrial, moderate hazard	85	0.93	0.88	0.84	0.81	0.72	0.69	0.78	0.60	0.57	
F-2	Factory and industrial, low hazard	85	0.92	0.87	0.84	0.80	0.72	0.68	0.77	0.60	0.56	
H-1	High hazard, explosives	85	0.87	0.83	0.79	0.75	0.68	0.64	0.72	0.55	N.P.	
H-2 through H-4	High hazard	85	0.87	0.83	0.79	0.75	0.68	0.64	0.72	0.55	0.51	
H-5	HPM	85	1.54	1.49	1.44	1.37	1.25	1.20	1.32	1.10	1.05	
I-1	Institutional, supervised environment	85	1.52	1.47	1.43	1.37	1.28	1.25	1.39	1.16	1.12	
I-2	Institutional, hospitals	85	2.56	2.51	2.46	2.39	2.27	N.P.	2.34	2.11	N.P.	
I-2	Institutional, nursing homes	85	1.79	1.74	1.69	1.62	1.51	N.P.	1.57	1.35	N.P.	
I-3	Institutional, restrained	85	1.75	1.70	1.65	1.58	1.47	1.42	1.53	1.32	1.25	
I-4	Institutional, day care facilities	85	1.52	1.47	1.43	1.37	1.28	1.25	1.39	1.16	1.12	
M	Mercantile	85	1.11	1.07	1.03	0.98	0.90	0.87	0.93	0.78	0.75	
R-1	Residential, hotels	85	1.54	1.49	1.45	1.39	1.30	1.26	1.40	1.18	1.13	
R-2	Residential, multiple family	85	1.29	1.24	1.20	1.14	1.05	1.02	1.16	0.93	0.88	
R-3 and IRC	Residential, one and two-family	85	1.22	1.19	1.16	1.13	1.09	1.06	1.11	1.02	0.96	
R-4	Residential, care/assisted living facilities	85	1.52	1.47	1.43	1.37	1.28	1.25	1.39	1.16	1.12	
S-1	Storage, moderate hazard	85	0.86	0.82	0.77	0.74	0.66	0.63	0.71	0.53	0.50	
S-2	Storage, low hazard	85	0.85	0.81	0.77	0.73	0.66	0.62	0.70	0.53	0.49	
U	Utility, miscellaneous	85	0.65	0.62	0.58	0.55	0.50	0.46	0.52	0.39	0.37	
Note a. N.P. = Not permitted												
Residential Building Permit Fee = Gross Area Modifier x Type of Construction Factor x Gross Area of Building x 38%												
Plumbing Permit Fee: 37% of Building Permit Fee with Minimum of \$100.00												
Mechanical Permit Fee: 37% of Building Permit Fee with Minimum of \$100.00												
Electrical Permit Fee: 37% of Building Permit Fee with Minimum of \$100.00												
Gas Permit Fee: \$100.00 (unless the gas is at an elevated pressure as defined by CU in which case the fee will be \$185.00)												